

Management Guidelines for Tokyo Tech Research Repository

December 19, 2005

Revision

August 2, 2007; April 22, 2014; June 27, 2016; April 2, 2018

Article 1: Objectives

Tokyo Tech Research Repository (“T2R2”) has been built to support research and educational activities and contribute to the promotion of research through meeting the following objectives:

- i. Permanently collect, unify, and maintain research results within Tokyo Institute of Technology (the “Institute”), as well as disseminate those results free of charge domestically and abroad
- ii. Provide basic data for establishing new fields of research
- iii. Provide basic data for appropriately evaluating individuals and departments
- iv. Provide the Institute with basic data necessary for its planning or decision-making

Article 2: Scope of registered data

T2R2, in principle, is a repository of research achievements that have either been obtained at the Institute or through education and research activities where its researchers (faculty, research staff, students, etc.) were involved. Papers and other types of written work must satisfy the following requirements:

- i. A completed, full text is available.
- ii. They have been written or co-written by a researcher affiliated with the Institute.

Article 3: Registered data types

T2R2 accepts registration of written works in the following two data types:

- i. Metadata
- ii. Full text

To register the full text of a written work, its metadata must also be registered. Furthermore, the full text can only be registered as a PDF file.

Article 4: Registration

A researcher may register his/her research results including collaborative work. In doing so, he/she agrees to the following conditions:

- i. The research results neither go against public order and morals nor constitute plagiarism.
- ii. Prior to disclosing the full text of a collaborative work, the researcher must obtain permission from all the co-authors so that the research results may be used as stated in Article 6.
- iii. With regard to the full text of his/her doctoral thesis, the researcher must check whether there is clearance over relevant copyright and patent conditions before deciding on its disclosure.
- iv. The researcher will be held responsible for failure, with or without intention, to fulfill related copyright requirements or obtain permission before registering research results.
- v. The content registered with T2R2 may be deleted in the cases described in Article 9.

Article 5: Disclosed information

The Institute registers and discloses information relating to its researchers on T2R2. Information relating to its students, however, is not disclosed with the exception of their research results.

Article 6: Use of registered research results

1. The Institute enables T2R2 users (“Users”) to do the following:
 - i. Access registered research results on the Internet
 - ii. Browse a certain number of results at a time
 - iii. Search for registered research results
 - iv. Extract and output metadata relating to registered research results
 - v. View the full text relating to registered research results
2. The Institute allows its researchers to extract and output their research results for the use of their own surveys, research, and educational activities.
3. The Institute is authorized to use registered research results for planning, decision-making, and evaluation.
4. The Institute may provide metadata and a full text of registered research results, when it deems necessary, to other academic information service systems both within and outside of the Institute.
5. The Institute may make available to a department, upon request, data relevant to the department at the recipient’s expense.

Article 7: Terms with which Users must comply

1. Users must comply with the following terms:
 - i. Restrict use to the methods specified in Article 6
 - ii. Observe copyright laws and regulations, and use registered research results in accordance with the following rights and restrictions:
 - (a) Reproduction including printouts and downloading is only permitted for personal use, and for survey, research, educational, or learning purposes. In addition, redistribution to others, with or without compensation, is strictly prohibited.
 - (b) Use of registered research results beyond the above requires permission of the copyright holders.
2. Users must also refrain from actions that have adverse effects on the proper functioning of T2R2 or its use by others. The Institute may, without notice, cut off access or discontinue services to those involved in such actions.

Article 8: Copyright of research results

The copyright of research results registered on T2R2 will be handled as follows:

- i. Copyright will continue to be reserved by holders after registration of research results.
- ii. The Institute will disclose the authors and copyright holders upon publication of the full text of registered research results.

Article 9: Deletion of content

The Institute will delete or retract research results in the following cases:

- i. The researcher who registered the research results wishes to have them deleted or retracted.
- ii. The research results do not comply with Article 4, item i, or are regarded as inappropriate.
- iii. The Institute has deemed the registration and disclosure of the research results to be harmful.

Article 10: Exemption

The Institute is not liable for damages caused by registration, disclosure, or use of research results on T2R2.

Article 11: Miscellaneous

In addition to the above guidelines, the Open Science Section will determine what is necessary for the operation of T2R2.

Supplementary Provision

The above guidelines come into effect on December 19, 2005.

Supplementary Provision

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Supplementary Provision (April 2, 2018)

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